



Form Purpose:

The Teacher Professional Growth Plan form is an evaluatee-initiated form to be used during the teacher evaluation process.

Form Design:

Note: The form accommodates one Growth Goal which is the minimum requirement. For additional Growth Goals your evaluator can add additional forms to your dashboard.

Process Overview

1. Locate the Form in the Task List

Located on the educator dashboard (i.e. the "My Evaluation Cycle" tab), the **Task List** is at the bottom of the screen. All forms you have access to appear on the "All" tab.

After locating the **Teacher Professional Growth Plan** in the Task List, click the "Launch" action link adjacent to the form title. This will launch the form in its own tab/window.

2. Complete the Form

1. State your goal in the first box, be sure it is specific and measurable. It should then be aligned to Professional Practice and/or Professional Foundations components in the sections provided. The **Alignment** sections are multi-select, so multiple checkboxes can be checked.
2. For the goal, teachers should enter at least one **Action Step** describing what will be done to meet the goal.
3. For each Action Step, teachers should identify the specific steps they will take to meet their goal and when they will complete the step. Also, teachers should provide a statement about how they will know they have achieved their goal and the evidence that will support it. Uploaded **Professional Growth Plan Artifacts** can also be viewed in this section.
4. After completing the above steps, click **Submit**.

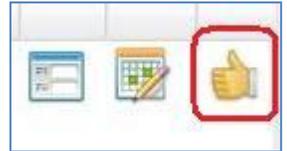
3. Form Acknowledgement

As per Form Settings, this form does not require acknowledgement by the Evaluatee.

4. Finalize the Form (To be completed by the Evaluator)

The Finalize Element function is found in the **Evaluation Profile** of the **Process View**.

1. From the user's **Evaluation Profile**, expand components to locate the form in question.
2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.
3. Select:



- "Finalize the element" and click Submit on the pop-up window to immediately finalize the form.
- OR
- "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating that the form has been finalized or routed to another evaluator to finalize.

